

VANDERBILT UNIVERSITY SCHOOL OF NURSING
Apple/Mac Computer Agreement

For VUSN faculty/staff issued a Mac Computer:

1. Read the below statements carefully
2. Sign and date this document
3. Make a copy for your records
4. Return the completed form to a member of the VUSNIT Support team

As an employee of VUSN that has been granted the use of an Apple/Mac computer, I will comply with the following rules concerning the use of computers and network:

1. **User Account:** The local user account shall be password protected at all times (the majority of the time, a personal Apple ID is used). At such times when VUSNIT Support requires access to the computer, I shall cooperate by providing access to the account.
2. **Software:** I understand that by being issued an Apple/Mac computer, I am responsible for updating the macOS and software applications when updates are released to ensure that the computer is protected at all times. If I am not comfortable installing the updates myself, I will schedule time with VUSNIT Support so that the updates can be installed.
3. **Encryption:** I will ensure that the computer has Apple's file encryption enabled at all times.
4. **Computer Problems:** Should there be hardware or software issues, I will communicate those issues to VUSNIT Support. VUSNIT Support is responsible for working with the vendor to repair hardware issues that arise. At no time is the user permitted to take the computer to the Apple store themselves unless directed to by VUSNIT Support.
5. **Compatibility:** I understand that by being issued an Apple computer that there could be hardware or software programs where compatibility may be an issue. Compatibility issues are not within the control of VUSNIT Support.
6. **Penalties:** I am aware of the statements in Chapter 6 of the Faculty Manual, "violations of this policy may be grounds for discipline. Discipline may include loss of computing privileges or other sanctions as provided by disciplinary provisions applicable to students, faculty or staff". Penalties will be determined on an individual basis by VUSN Administration.
7. **Sanctions:** I am aware that sanctions may include, but are not limited to, bearing the costs for repairs or replacements due to failing to honor these rules.
8. **Departure from VUSN:** Upon my departure from VUSN I will provide VUSNIT with the appropriate user credentials to ensure that the Apple/Mac computer or tablet can be reset to factory conditions.

For any questions, please contact the VUSNIT Support team at VUSNIT.Support@vanderbilt.edu.

Employee Signature

Employee Printed

Date